

RECORD OF PROCEEDINGS

MINUTES OF REGULAR BOARD MEETING OF THE BOARD OF DIRECTORS OF ESTES VALLEY RECREATION AND PARK DISTRICT

*Tuesday, July 17, 2018 – 7 p.m.
Estes Valley Community Center – Chiquita Room
660 Community Drive, Estes Park, CO 80517*

Present: Ron Duell, Dave Kiser, Stan Gengler, Jack Holmquist, Scott Dorman
Absent: None
Staff: Tom Carosello, Mary Davis, Heather Drees
Others: Greg Muhonen (Town of Estes Park), Steve Clark (EPGAC), James Cozzie (EPGAC), Todd Plummer (Estes Park Cycling Coalition), JoAnn Batey (SAC Vice President / Estes Park), Martha Clark (Glen Haven), Claire Woodstock (Trail Gazette Reporter).

Prior notice of this meeting was given by posting a notice at the Town of Estes Park's Municipal Building, the Estes Park Public Library, Estes Valley Recreation and Park District's Administration Office, the Larimer County Clerk's Office in Estes Park, and the Boulder County Clerk's Office in Boulder.

The meeting was called to order at 7:00 p.m.

Board President Duell began the meeting with the Pledge of Allegiance and a moment of reflection. Mr. Duell asked if any Board members had a conflict of interests related to the agenda. No conflicts of interest were disclosed.

CONSENT AGENDA

The consent agenda for the meeting included:

- A. Board Minutes:
 - 1. June 19, 2018 Regular Board Meeting
- B. Trails Committee Minutes:
 - 1. None
- C. Senior Advisory Committee:
 - 1. None
- D. Staff Reports:
 - 1. Golf Operations
 - 2. Recreation Operations
 - 3. Community Center Operations
 - 4. Golf Maintenance
 - 5. Parks/Trails Maintenance
 - 6. Marina Operations
 - 7. Campground Operations
 - 8. Human Resources
 - 9. Marketing and Communications
 - 10. Financial Reports
 - 11. Paid Bills

Moved by Dave Kiser, seconded by Stan Gengler, to approve the consent agenda as presented.

No discussion. Ayes – 5 Motion carried unanimously.

APPROVAL OF REGULAR (ACTION) AGENDA

Moved by Jack Holmquist, seconded by Scott Dorman, to approve the regular (action) agenda as presented.

No discussion. Ayes – 5 Motion carried unanimously.

CITIZEN & BOARD COMMENTS

Citizen Comments: Todd Plummer (Estes Park Cycling) Gave an update on the new Bike Park at Stanley Park which officially opened on June 30, 2018. Mr. Plummer reported the preliminary total for this project is \$162,000 (Cycling coalition \$26,600, Community and in-kind donations \$28,200, EVRPD \$107, 000.). Mr. Plummer also stated by using the left-over material (fill dirt) from the EVCC construction project saved around \$50,000 in material costs.

Discussion: Board members thanked Mr. Plummer for all of his hard work and dedication to this project.

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Board Comments:

Board member Dorman stated that Nolan Oberg (EVRPD's Recreation Coordinator – Sports and Athletics) did an excellent job presenting this morning at Rotary Club, adding that it was a "good face for the District."

Board President Duell asked about the status of the storage site at the 18-hole golf course. Executive Director Tom Carosello replied he has had some correspondence with both Linda Harding and Randy Hunt, but the District is still waiting for the Town to clarify the code. Mr. Carosello noted that the District could possibly screen the area with fencing or organic items.

Board President Duell thanked the EVRPD Departments for their monthly reports and pictures.

Board President Duell closed the Citizen & Board Comments portion of the meeting.

ADMINISTRATIVE REPORTS

Executive Director Report

Tom Carosello, Executive Director, supplied a written report prior to the meeting.

Mr. Carosello supplied a written report which included, recent developments at the Community Center, updates on the following: Common Point Gun Range Project, Stanley Park Master Plan Re-evaluation, Evaluation of New Programming Options, Stanley Bike Park, Fall River Trail, the Estes Valley Recreation and Park Foundation, and the Resource Management Plan/Bureau of Reclamation. In addition, Mr. Carosello stated after extending the three-month senior lunch pilot program for an additional two months there was a substantial drop in attendance beginning in June. With declining attendance, the EVCC staff with input from the SAC has decided to end the lunch program as of August 1st. Because the lunch is subsidized, EVRPD and SAC will research the need for a weekly lunch program or what a lunch program should look like before moving forward with another program. EVRPD and the SAC are conducting a survey to help determine the cause of the decreased attendance and understand seniors' needs for the subsidized lunches. Other affordable senior lunch opportunities are available in Estes Park, including those provided by the American Legion and Estes Park Senior Citizens Center, Inc.

Discussion: JoAnn Batey, SAC Vice President confirmed the senior lunch program information.

Board Member Gengler asked for an update on the landscaping issue on the westside of the EVCC building. Mr. Carosello replied the landscaping company is aware of the issue, and they will come back up and drill seed and over-seed the westside of the building again. Mr. Carosello also noted placing sod in that area has been discussed, but it would be expensive.

Finance Director Report

Mary Davis, Finance Director, supplied a written report prior to the meeting.

Mary Davis, Finance Director briefly reviewed the status of the year-to-date actual vs. budgeted revenues and expenses, and cash flow. Ms. Davis noted that the District is on track with the budget.

Discussion: Board President Duell asked if the weather affects attendance at the community center. Ms. Davis replied yes attendance is affected by the weather, noting that there is an increase in attendance when it is raining. Ms. Davis also noted that since we have not had many rainy days this summer attendance is lower than expected at the community center, but other departments (marina and golf) have had an increase in business.

OLD BUSINESS

Fall River Trail Funding (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director stated at the June Board Meeting the Town of Estes Park (Greg Muhonen) asked the EVRPD Board to consider sharing the local match more equitably with the Town, and requested the District consider "upping" its \$200,000 (from the Trails Fund) contribution to \$400,000. Before making a motion, the Board asked for the Trails Committee to give their recommendation on the project.

The Estes Valley Trails Committee met July 10 and unanimously recommended increasing the District's contribution for this project to \$400,000. Mr. Carosello then stated that staff has no objections.

Public Works Director Greg Muhonen, Town of Estes Park asked the Board if they had any questions regarding this project.

Discussion: Board Member Gengler asked if it was because of cost that they were jumping to the western segment of the trail and skipping the center segment. Mr. Muhonen replied no, they went to the western segment for grant funding. The nature of the grants applied for would only apply to the western section of the trail. Mr. Muhonen also stated that the Town will continue to pursue other grant opportunities including GOCO, for the remaining phases of the project.

Board Member Dorman asked if the center segment of the trail would be done in one or two phases. Mr. Muhonen replied two. Mr. Dorman then asked if the existing trail at Harmony would be incorporated into the project. Mr. Muhonen replied yes, the Town and the Harmony Foundation has been working together with the design, and the Harmony Foundation will allocate money towards the project.

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Board President Duell asked about usage of the trail, specifically if the Rocky Mountain National Park would allow visitors to access the park by this trail. Mr. Muhonen was not sure but noted that the National Park shares the same “big” vision of having connecting trails, he also stated that the completion of the “Loop” will help with the utilization of this new trail.

Board President Duell asked Finance Director, Mary Davis her thoughts on the increased contribution. Ms. Davis replied she was comfortable with the \$400,000 contribution this year but is worried about contributions for future phases. Board Member Dorman asked if the reserves in the Trails Fund could only be used for trails. Ms. Davis replied yes, those funds can only be used towards trails.

Moved by Stan Gengler, seconded by Dave Kiser, to commit an additional \$200,000 from the Trails Fund to the Fall River Trail Extension Project, resulting in a total commitment of \$400,000 for the project.

No further discussion. Ayes – 5. Motion carried unanimously.

Common Point Gun Range Improvements (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director reported that the Estes Park Gun and Archery Club has proposed improvements for the Common Point gun ranges. These improvements include:

- Repair/replace the wooden railings on the access bridge.
- Construction of two range shelters

Mr. Carosello stated at the Board’s request, staff has obtained cost estimates and bids regarding Common Point gun range improvements proposed by Steve Clark, President of the Estes Park Gun and Archery Club. The bids and estimates were included in the meeting packet. Mr. Carosello introduced Steve Clark, President of the Estes Park Gun and Archery Club to provide more detailed information on the proposed projects.

Steve Clark, President of the Estes Park Gun and Archery Club reported that the club would like to repair/replace the wooden railings on the access bridge. The club is willing to provide the labor if the District would be willing to cover the lumber costs, which are estimated at approximately \$400. Mr. Clark then explained the request to construct two range shelters and the bids received. The estimate for the construction of two range shelters, which was originally presented at \$25,000, is now at \$45,000. The District has \$10,000 budgeted this year for the project, and the gun club has \$15,000. The club is willing to commit another \$10,000 if the District will match that amount, with the intent to get both shelters completed this year. Mr. Clark asked for a 50/50 partnership for these projects.

Discussion: Board Member Gengler asked Mr. Clark how much money the EPGAC had in its reserves. Mr. Clark stated he did not feel it was appropriate or necessary to disclose that information. Mr. Gengler disagreed, and stated that Board has a right to know, and asked if the club could complete the project on their own. Mr. Clark was willing to share that the EPGAC’s total income is under \$50,000 a year and noted the club reports their income to the District yearly. Mr. Clark stated they could do this project on their own, but they would like to, and are asking for a better partnership with the District.

Board Member Dorman asked about the bid from “Steel Structures of America” and who would be doing the excavation / sitework for the shelters. Mr. Clark replied no sitework would be needed if placed without concrete floors. Board Member Dorman then asked who monitors what type of ammunition is being used at the range. Mr. Clark replied that part of the membership agreement that is signed states what ammunition is not allowed, i.e. Tracer rounds and exploding shot targets.

Board Member Holmquist stated that he believes the concessioner agreement between EVRPD and EPGAC is similar to the concessioner agreement at the Hangar between EVRPD and Smokin’ Daves and believes a partnership between the District and concessioner is important.

Board Member Gengler stated he would like to see these improvements added to the 5-year capital plan. Finance Director Mary Davis replied this project is currently included in the capital budget, but the increased commitment has not been appropriated into this year’s budget.

Board Member Kiser stated that as Common Point is one of the few pieces of property the District owns, he would like to work on a better partnership with EPGAC to keep the facility nice and continue with improvements. Board President Duell agreed.

Moved by Dave Kiser, seconded by Jack Holmquist to commit the requested funding amounts to the proposed Common Point Gun Range improvement projects.

Further Discussion: Board members discussed the total cost for the shelters with and without concrete and asked for an amended motion that included a specific maximum dollar amount.

Amended Motion

Moved by Dave Kiser, seconded by Jack Holmquist to approve up to an additional \$10,000 in expenses for the proposed Common Point Gun Range improvement projects.

Ayes – 3 Nays – 2 (Dorman, Gengler), Motion carried by majority.

Further Discussion: Finance Director Mary Davis asked how many active members EPGAC has. Mr. Clark replied he believes membership is now at 284.

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Board Member Gengler clarified he is not against the Gun Club, but is worried about other projects.

EVCC Window Shade Discussion (Discussion/Action)

Tom Carosello, Executive Director introduced the action item.

Tom Carosello, Executive Director At the direction of the Board, staff has obtained cost estimates for purchasing and installing shades which could mitigate the sun glare which affects the north pickleball court during the afternoon hours certain times of the year, as well as the amount of light which comes through the upper translucent windows on the east side of the building during the morning hours. The estimate for shades on the west-end upper and lower level windows is attached; the costs to install additional layers of translucent film on the upper east windows amounts to approximately \$300.

Discussion: Board Member Kiser asked why staff was not in favor of installing window shades. Mr. Carosello replied staff would rather adjust schedules then cover the windows as many people like to look out of the windows. Board Member Gengler stated that he enjoys looking out of the windows.

Board Member Dorman stated that \$5,000 is not a large amount for safety concerns, and also noted possible UV damage as well.

Executive Director Carosello stated he would prefer electrical shades installed, so that only staff could control the window shades.

Board President Duell stated he would prefer to wait a year before altering the building.

Moved by Scott Dorman, seconded by Jack Holmquist, to approve pursuing mitigation measures (shades, window film, etc.) up to \$5,000.

No further discussion. Ayes - 4, Nays - 1 (Duell). Motion carries by Majority.

NEW BUSINESS

None

FURTHER BUSINESS

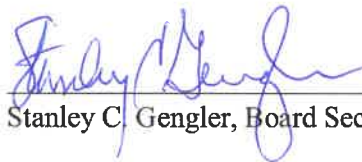
Meetings to Schedule

- **Next Regular Board Meeting:**
Tuesday, August 21, 2018 – 7:00 p.m. – Estes Valley Community Center *Room C*
- **Board Work Session:**
Thursday, August 9, 2018 – 12:00 p.m. – Estes Park Golf Course *Downstairs Meeting room*
- **Trails Committee Meeting:**
Tuesday, August 7, 2018 – 6:00 p.m. – Estes Valley Community Center *Classroom*
- **Senior Advisory Committee Meeting:**
Wednesday, August 22, 2018 – 10:00 a.m. – Estes Valley Community Center *Conference Room*

Meeting adjourned at 8:04 p.m.



Ron Duell, Board President



Stanley C. Gengler, Board Secretary